

June 27, 2003

PPL No. 03-007

TO: Local Educational Consortia (LEC) and
Local Governmental Agency (LGA) Coordinators for
Medi-Cal Administrative Activities (MAA)

SUBJECT: **NOTIFICATION OF LEC/LGA MAA TIME SURVEY WEEKS FOR
LOCAL EDUCATIONAL AGENCIES CLAIMING MAA FOR FISCAL
YEAR (FY) 2003-2004 AND MANDATORY TRAINING**

A new method of MAA claiming for school-based programs is effective July 1, 2003. This Policy and Procedure Letter (PPL) notifies all LECs and LGAs that have LEA (school) claiming units participating in the MAA program of the designated time survey weeks for FY 2003-2004. The time survey results are used to determine the percentage of time spent on allowable MAA.

LEC/LGA MAA Coordinators (or their designees) must attend the school-based "training for trainers" module on September 5, 2003, in Sacramento; this meeting is mandatory for all LEC/LGA MAA Coordinators (or their designees). Until they have completed State-sponsored training, the California Department of Health Services (DHS) will not process FY 2003-2004 MAA invoices for LEAs submitted by LECs and LGAs who fail to attend this meeting.

This new claiming method requires LEAs to conduct a one-week time survey during each of the first three quarters of the fiscal year. For the fourth-quarter time survey, LECs/LGAs will average the results of the time surveys from the first three quarters. For the transition year of FY 2003-2004, the LEAs participating in the MAA program must conduct their three required quarterly time surveys during the following weeks:

1. September 22-26, 2003
2. October 27-31, 2003, and
3. February 2-6, 2004.

The fourth-quarter time survey consists of an average of the results of these three time surveys. The method LECs/LGAs will use to calculate this average will be specified at the invoice training.



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LECs/LGAs must use the official State School-Based MAA Time Survey form that will be posted on the State MAA website (www.dhs.ca.gov/maa) for download and that will be included in the California School-Based MAA Manual.

The draft California School-Based MAA Manual will be emailed to each LEC/LGA MAA Coordinator after the manual has been submitted to the federal Centers for Medicare & Medicaid Services for approval, projected to occur in July 2003. The manual will also be posted on the State MAA website.

If you have any questions concerning this PPL, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 657-0716 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original signed by Mary Lamar-Wiley

Mary Lamar-Wiley, Acting Chief
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